

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF THE STATE CONTROLLER
14 STATE HOUSE STATION AUGUSTA, MAINE 04333-0014

JOHN ELIAS BALDACCI
GOVERNOR



REBECCA M. WYKE
COMMISSIONER

EDWARD A. KARASS
STATE CONTROLLER

INTEROFFICE MEMORANDUM

TO: All State Agencies
FROM: Terry Brann, Deputy State Controller
DATE: June 10, 2005
SUBJECT: ***UPDATE PETTY CASE AND CHANGE FUNDS***

Our records indicate that your department has one or more petty case and/or change funds. In order for us to update our records, we need a list of these funds from you. Your list should include:

1. Department name
2. Name of each Petty Cash Fund
3. Fund-Agency-Org numbers
4. Name of person(s) with financial responsibility for each fund as of June 30, 2005
5. Total dollar amount of fund(s)
6. Vendor Code

Please also include a **contact name** and **telephone number** for your department.

Forward this list to Marie Wilson, Office of the State Controller, 14 State House Station, by July 12, 2005.

If you have any questions, please feel free to contact Marie Wilson at 626-8440.